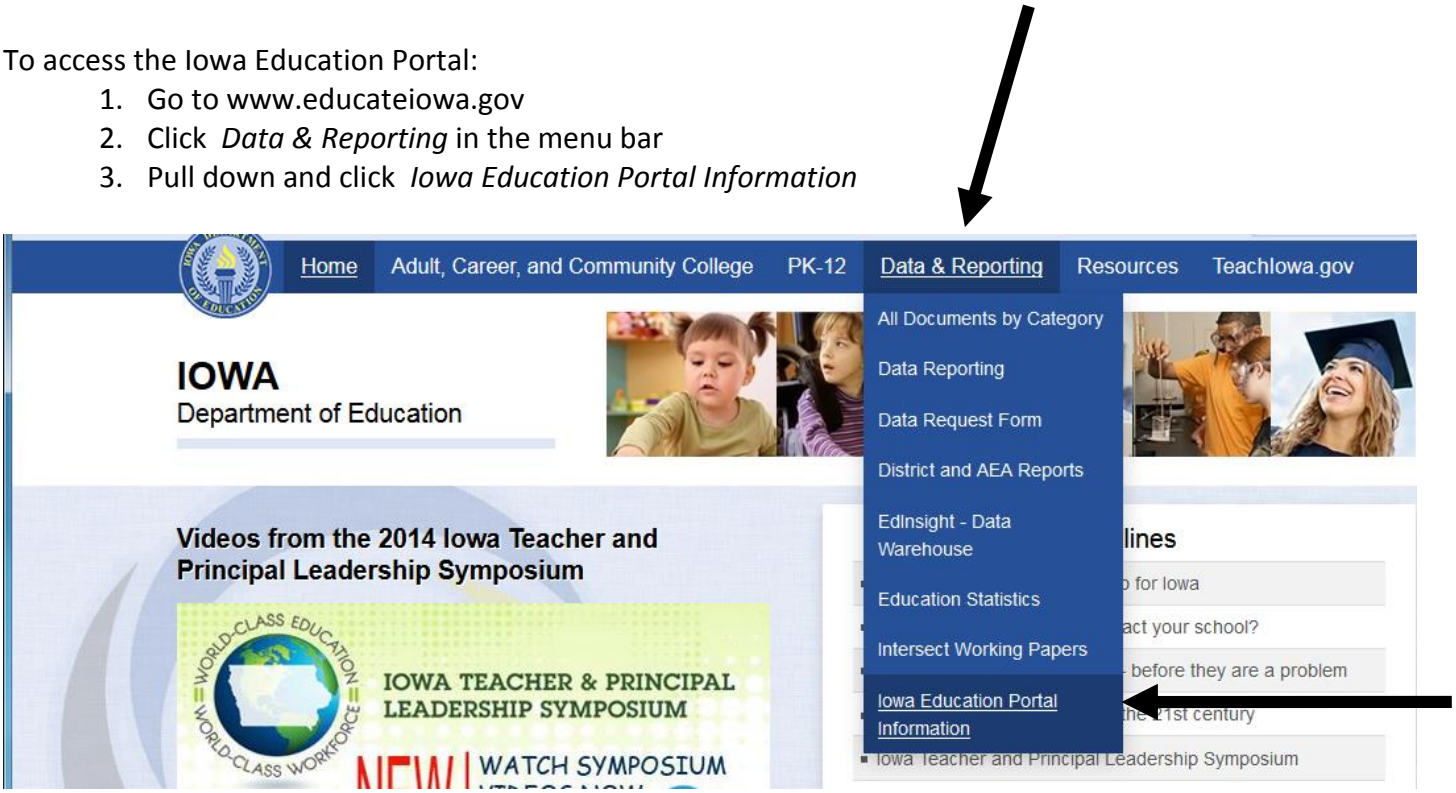
The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

Part 1: Logging into VRF Data Collector

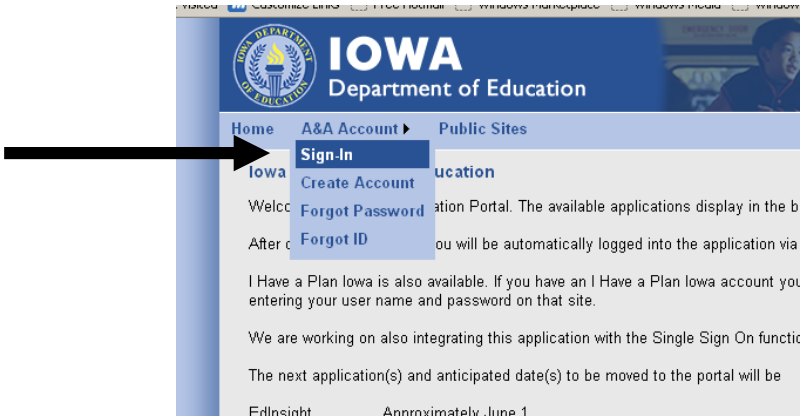
To access the Iowa Education Portal:

1. Go to www.educateiowa.gov
2. Click *Data & Reporting* in the menu bar
3. Pull down and click *Iowa Education Portal Information*

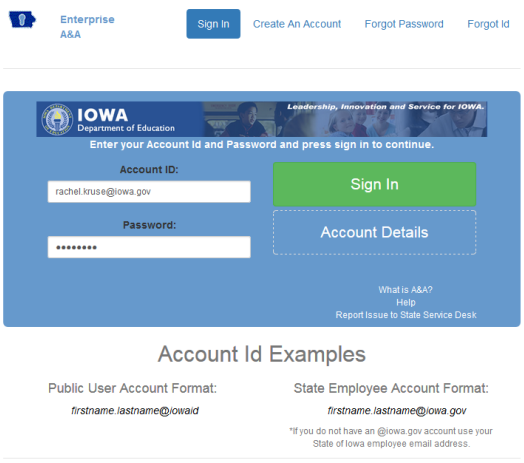


4. Click *Access the Iowa Education Portal here.*

5. Highlight *A&A Account* in the menu bar and click *Sign-In*



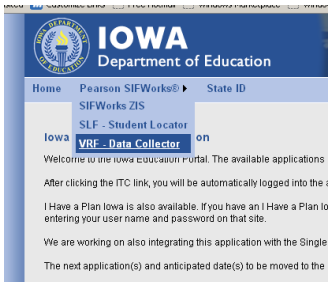
6. Enter your A&A Account ID and Password



Welcome to the Iowa Education Portal. As applications are bought into the portal their names will appear in the menu bar.

To access VRF Data Collector:

7. Highlight *Pearson SIFWorks©* in the menu bar and click *VRF Data Collector*

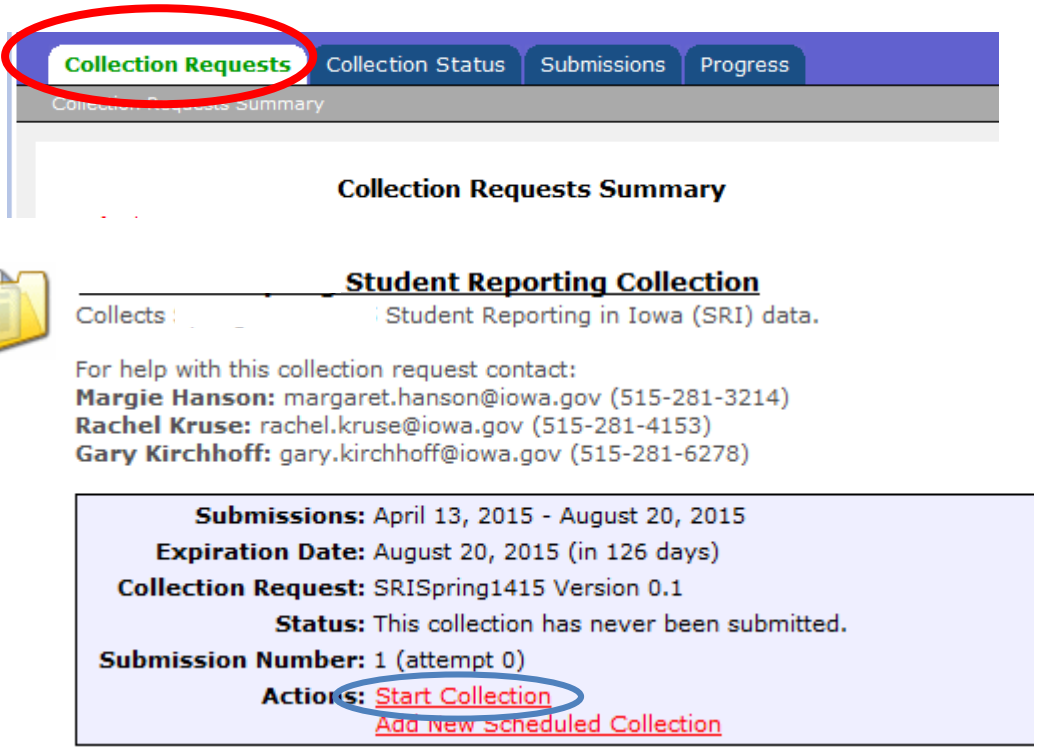


Welcome to VRF Data Collector. This is where you will collect data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

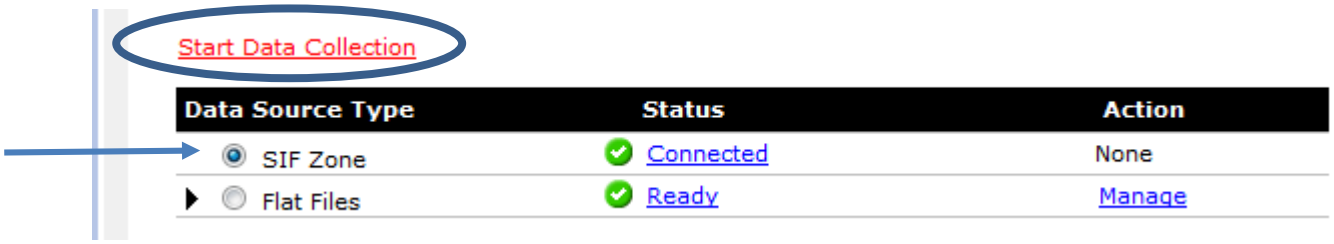
Part 2: Starting a SIF Collection

With SIF there is no need to create files to upload. When you start a SIF collection all of the data for State Reporting will be collected from your student information system and sent to the VRF Data Collector. The SIF collection is equivalent to a district level file.

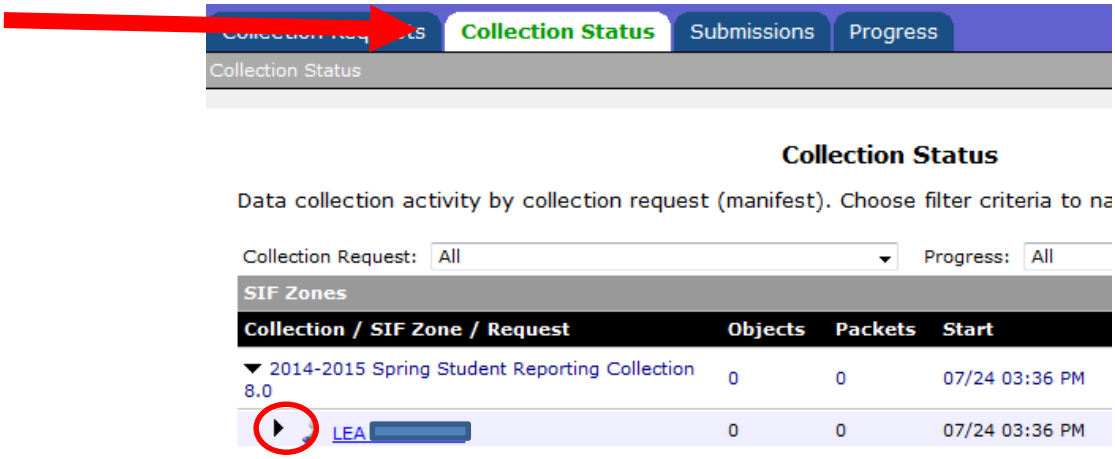
1. On the Collection Requests tab, click *Start Collection* in the current Student Reporting Collection.



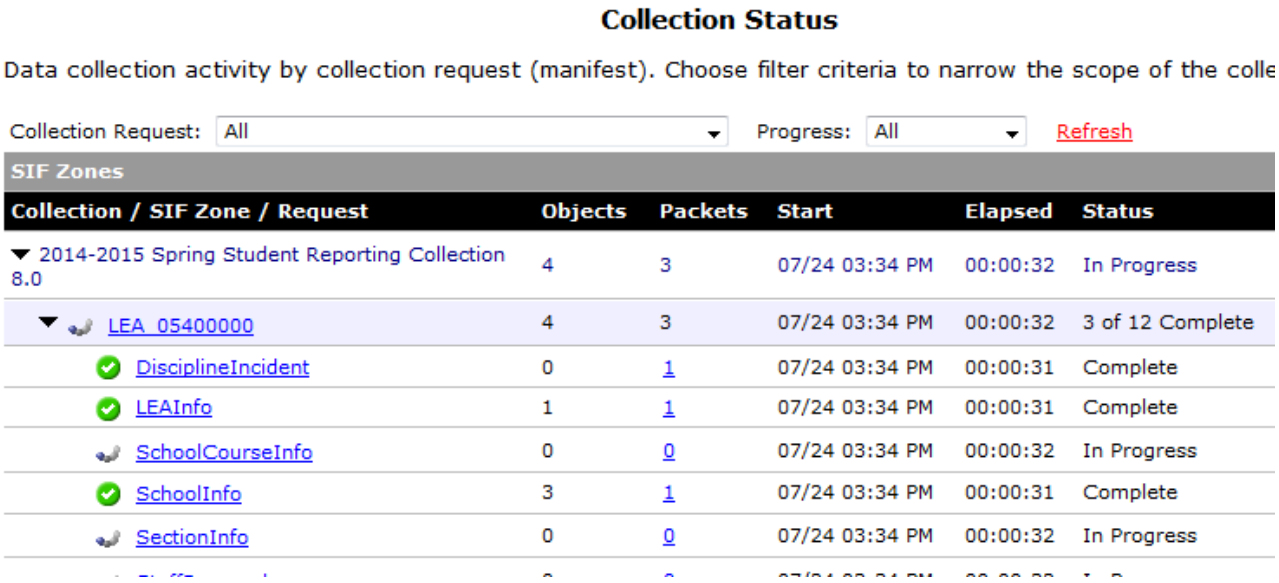
2. Click the radio button next to 'SIF Zone'. Click *Start Data Collection*.



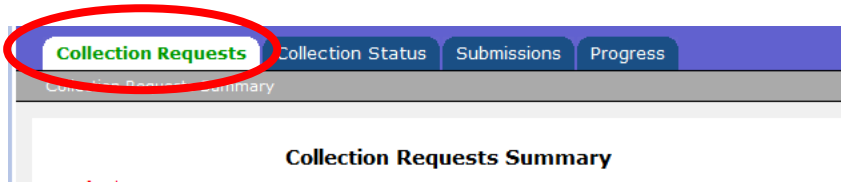
3. To view the status of the collection you may click on the *Collection Status* tab in the top left menu bar and then click on the arrow next to LEA_XXXXXXXX (your district number).



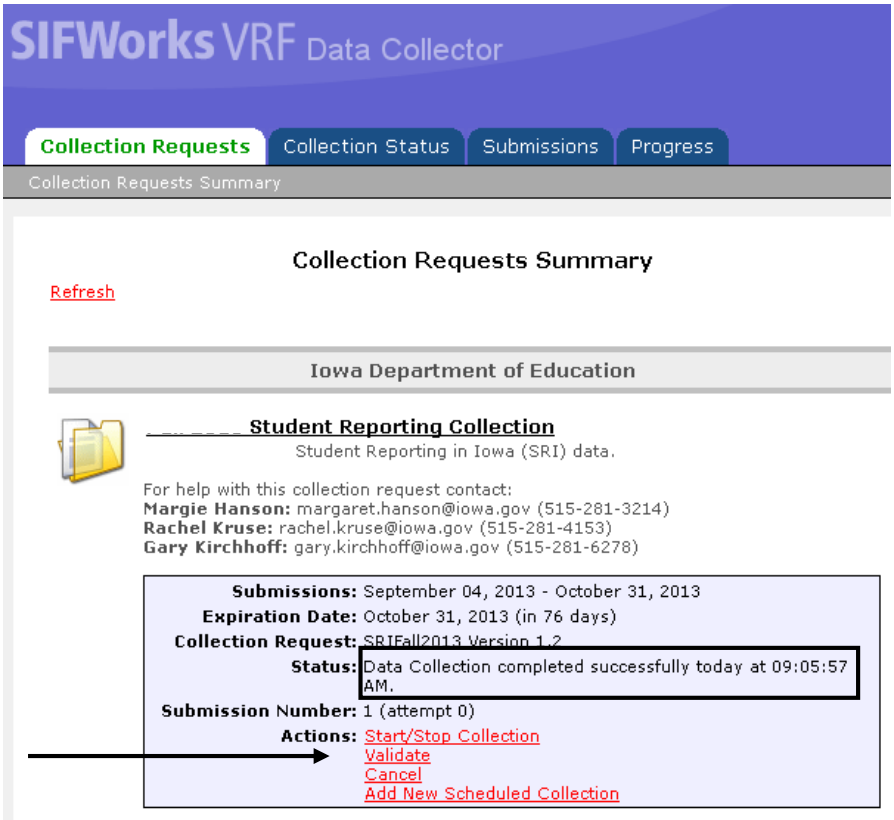
The progress is updated every 30 seconds. The collection is complete when a green check mark appears next to each object.



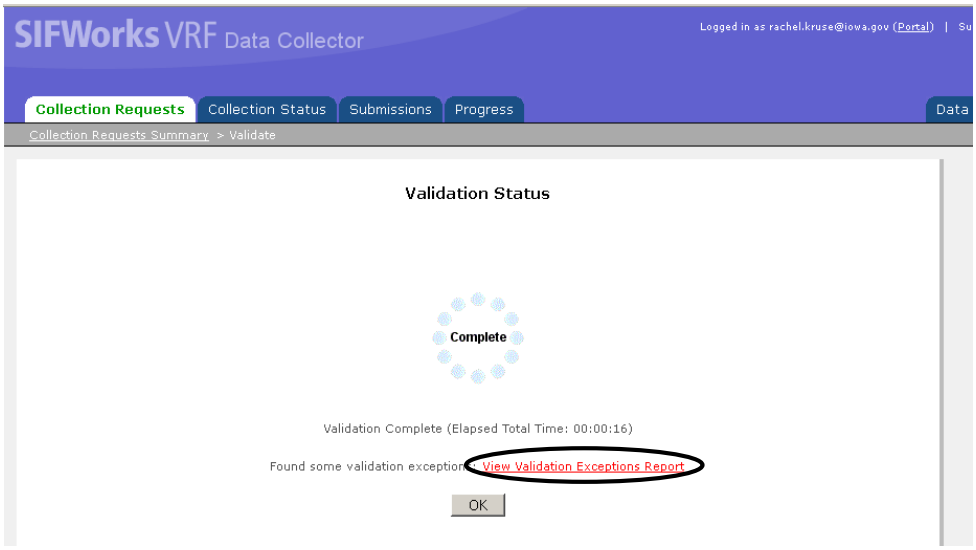
To get back to the main screen, click the Collections Request tab in the upper left menu bar.



4. Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks.

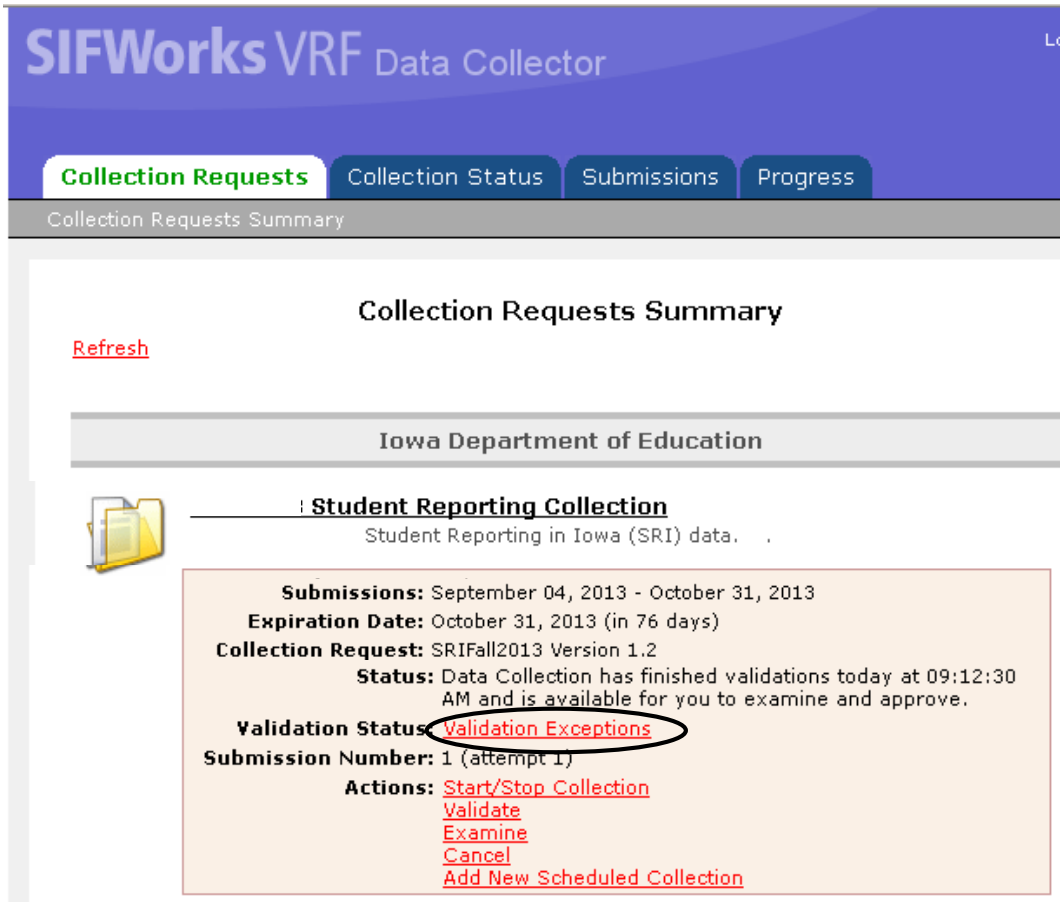


5. Validations may take a few seconds to a few minutes to complete. Once completed, click *View Validation Exceptions Report*.



- OR –

Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.

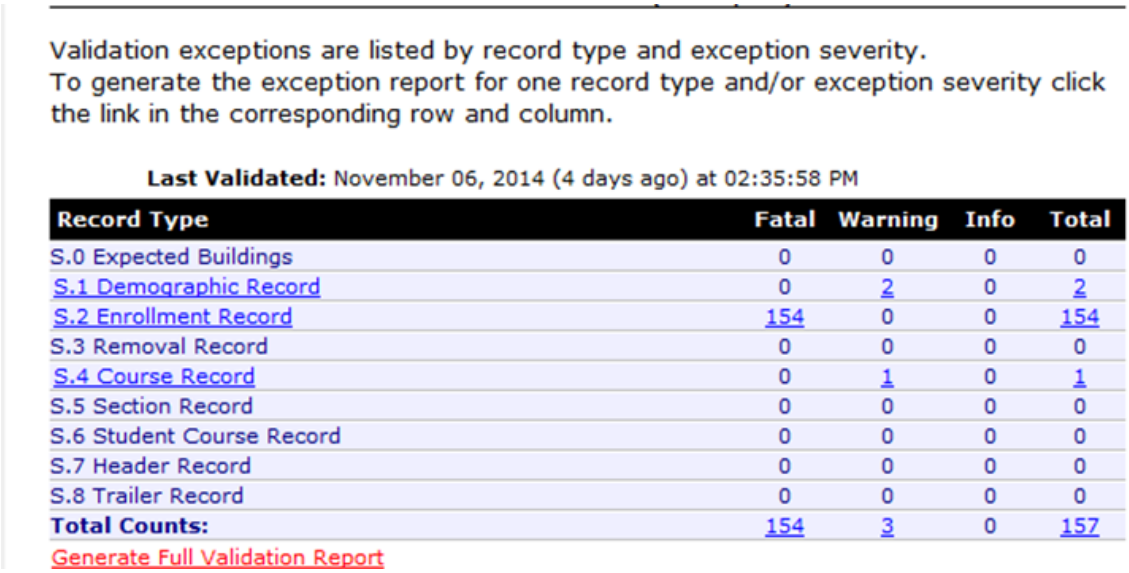


Part 3: Viewing Errors

The validation exceptions report shows errors by record type and severity. All 'Fatal' errors must be corrected in order to move your data over to SRI. The 'Warning' column will include both regular warnings and critical warnings. A regular warning is an item that is usually not correct but could be in certain instances. You will need to look at the warning and determine whether or not it requires fixing. A critical warning is an item that will become an error in SRI unless corrected.

1. Viewing Errors/Warning on Screen

   You may view validation exceptions pertaining to a specific record type or severity by clicking on an underlined link. To see all errors and warnings, click *Generate Full Validation Report* in red at the bottom of the chart. The default is set to open these reports on your screen using HTML.



Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

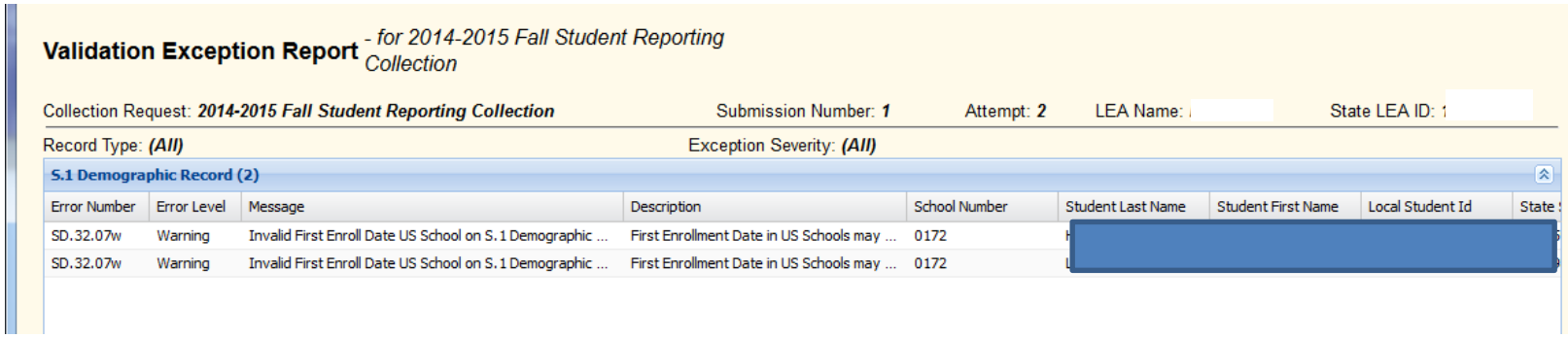
Last Validated: November 06, 2014 (4 days ago) at 02:35:58 PM

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	0	0	0	0
S.1 Demographic Record	0	2	0	2
S.2 Enrollment Record	154	0	0	154
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	1	0	1
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	0	0	0	0
S.8 Trailer Record	0	0	0	0
Total Counts:	154	3	0	157

Generate Full Validation Report

The Validation Exception Report will be generated.

Note: You may need to allow Pop-ups to be displayed for this website (portal.ed.iowa.gov) in order to view report.



Validation Exception Report - *for 2014-2015 Fall Student Reporting Collection*

Collection Request: ***2014-2015 Fall Student Reporting Collection*** Submission Number: ***1*** Attempt: ***2*** LEA Name: State LEA ID:

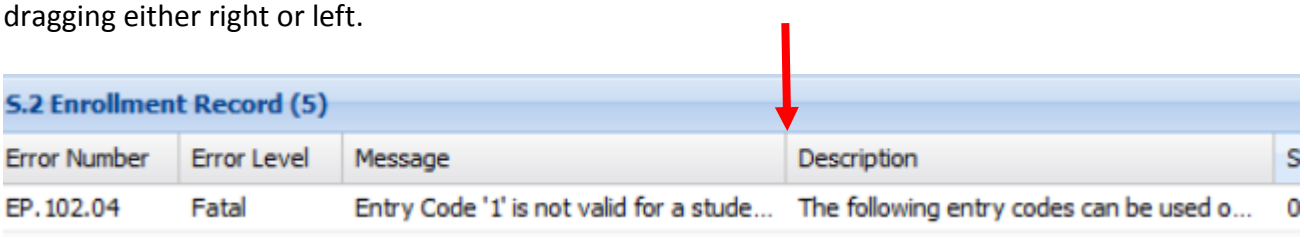
Record Type: ***(All)*** Exception Severity: ***(All)***

S.1 Demographic Record (2)

Error Number	Error Level	Message	Description	School Number	Student Last Name	Student First Name	Local Student Id	State
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172	[redacted]			
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172	[redacted]			

Note: This report is not able to be sorted or exported. It is only for viewing on the screen.

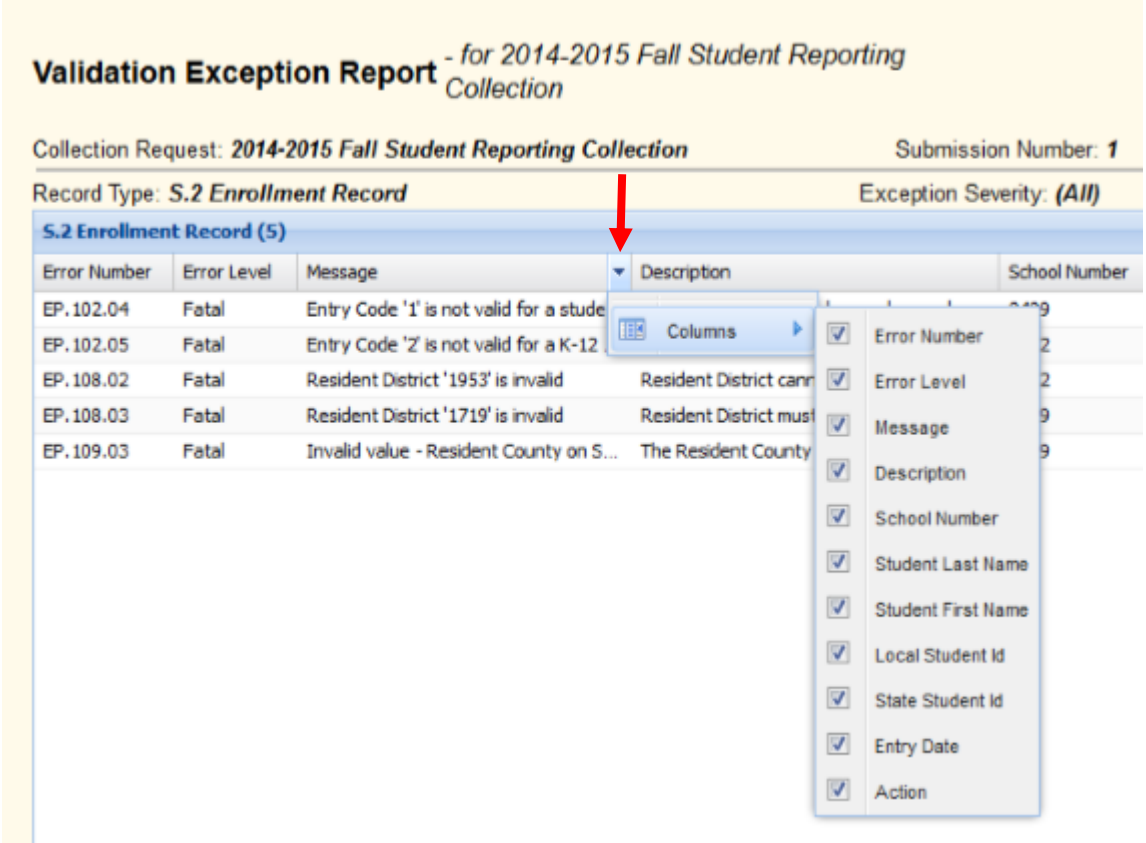
You may expand or contract any of the columns by putting your cursor between two columns, clicking and dragging either right or left.



S.2 Enrollment Record (5)

Error Number	Error Level	Message	Description	S
EP.102.04	Fatal	Entry Code '1' is not valid for a stude...	The following entry codes can be used o...	0

You may hide columns. Put your cursor over the right side of a column, click on the down arrow, hover over *Columns*, and uncheck any columns that you would like to hide.



Validation Exception Report *- for 2014-2015 Fall Student Reporting Collection*

Collection Request: ***2014-2015 Fall Student Reporting Collection*** Submission Number: ***1***

Record Type: ***S.2 Enrollment Record*** Exception Severity: ***(All)***

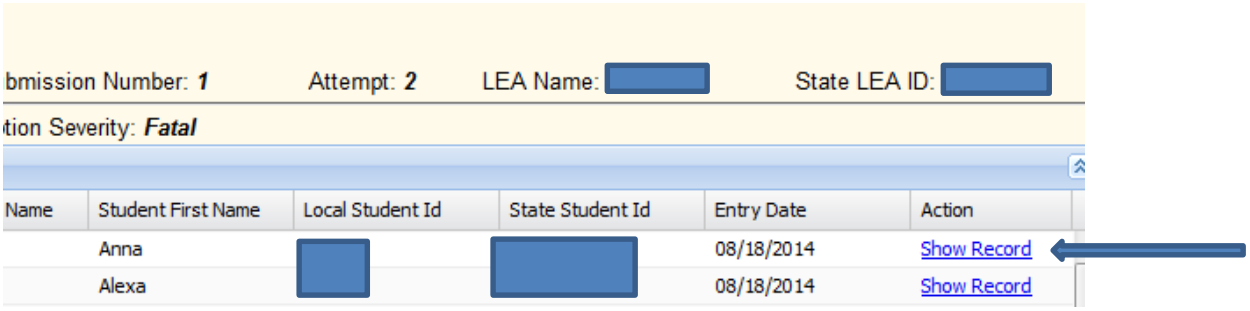
S.2 Enrollment Record (5)

Error Number	Error Level	Message	Description	School Number
EP.102.04	Fatal	Entry Code '1' is not valid for a stude		
EP.102.05	Fatal	Entry Code '2' is not valid for a K-12		
EP.108.02	Fatal	Resident District '1953' is invalid	Resident District cann	
EP.108.03	Fatal	Resident District '1719' is invalid	Resident District must	
EP.109.03	Fatal	Invalid value - Resident County on S...	The Resident County	

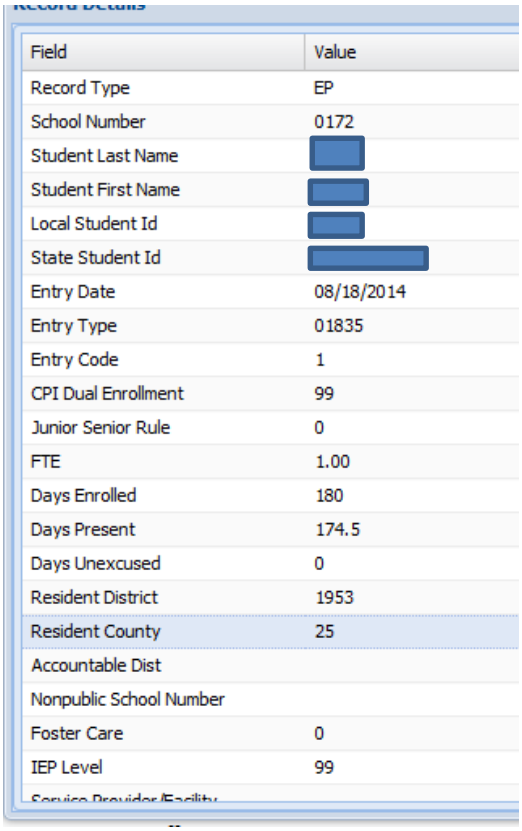
Columns

- Error Number
- Error Level
- Message
- Description
- School Number
- Student Last Name
- Student First Name
- Local Student Id
- State Student Id
- Entry Date
- Action

If you scroll to the far right on the report you will see a link *Show Record*. Click on *Show Record* to view all of the data elements for the record type related to the error.

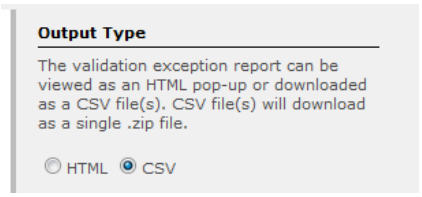


Below is an example of a report for the EP record type.



2. Download Errors/Warnings to a Spreadsheet

To download errors/warnings click on the radio button next to 'CSV' under Output Type on the right side of the screen.

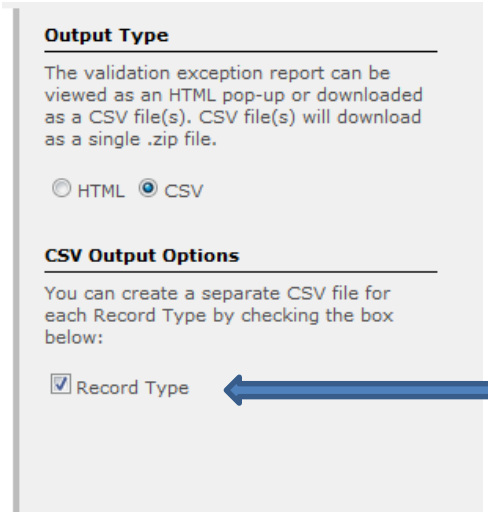


You can now click on any one of the underlined links.

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	0	0	0	0
S.1 Demographic Record	0	2	0	2
S.2 Enrollment Record	154	0	0	154
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	1	0	1
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	0	0	0	0
S.8 Trailer Record	0	0	0	0
Total Counts:	154	3	0	157

Generate Full Validation Report

Note: To download all of the errors/warnings click on the red link at the bottom, *Generate Full Validation Report*. You may select to have a separate spreadsheet for the errors/warnings of each record type or one spreadsheet containing all error/warnings.



When you click Generate Full Validation Report

- if box is checked, a spreadsheet will be created for each Record Type containing errors/warnings
- if box is unchecked, all errors/warnings will be listed in one spreadsheet

The download file will be listed under Report(s) at the bottom of the screen. Click on the file name. Depending upon the web browser, you will most likely be able to open the file from the Downloads folder.

Last Validated: November 07, 2014 (11 days ago) at 11:05:43 AM

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	15	0	0	15
S.1 Demographic Record	0	4	0	4
S.2 Enrollment Record	1	0	0	1
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	0	0	0
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	1	0	0	1
S.8 Trailer Record	0	0	0	0
Total Counts:	17	4	0	21

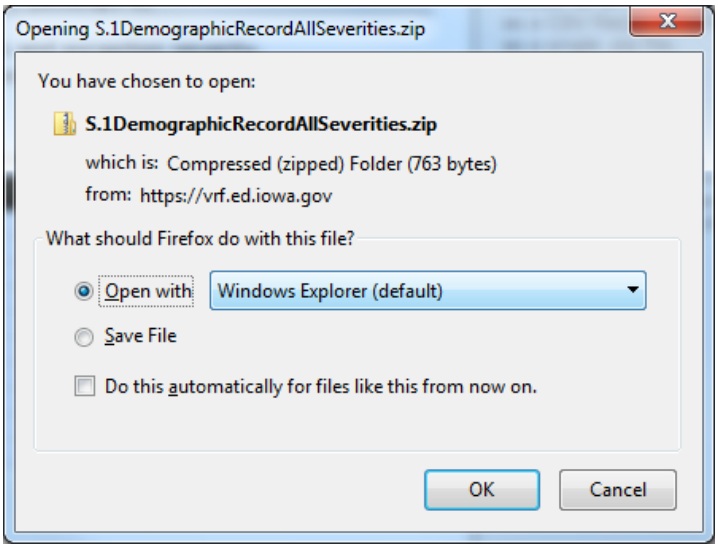
Generate Full Validation Report

Click on the link below to download the zip file.

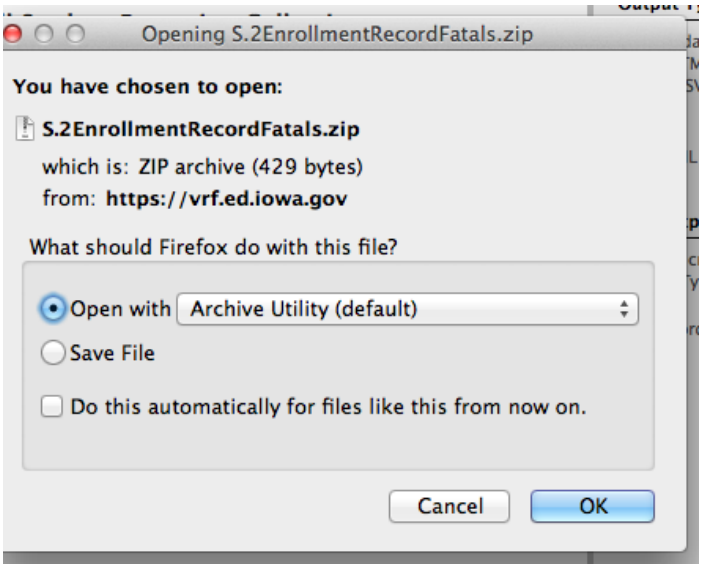
Report(s)
S.1DemographicRecordAllSeverities.zip

Note: When opening the file using the web browser Firefox do not open using Excel.

On a PC select *Open with Windows Explorer (default)*

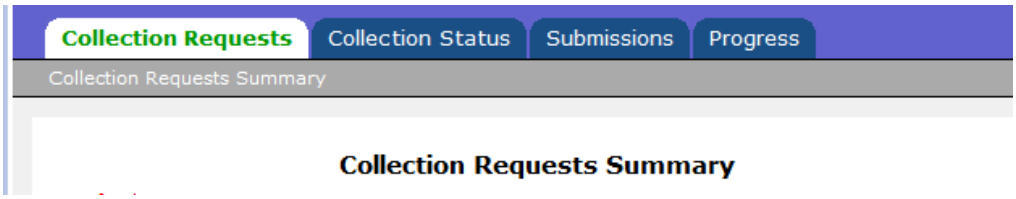


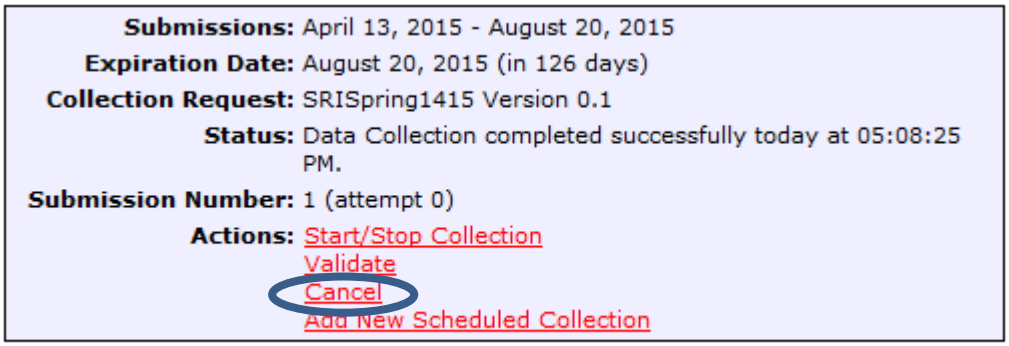
On a Mac select *Open with Archive Utility (default)*



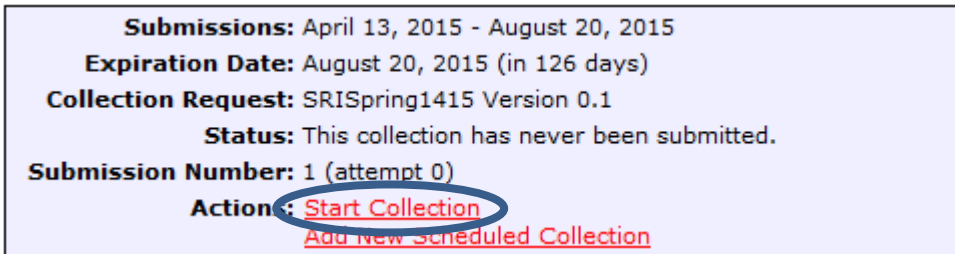
3. To Start a New SIF Collection
   Again, all corrections must be made in the SIS and then a new collection started.

   Click *Cancel* on the main Collections Request tab screen.





Click *Start Collection* and repeat the entire process.

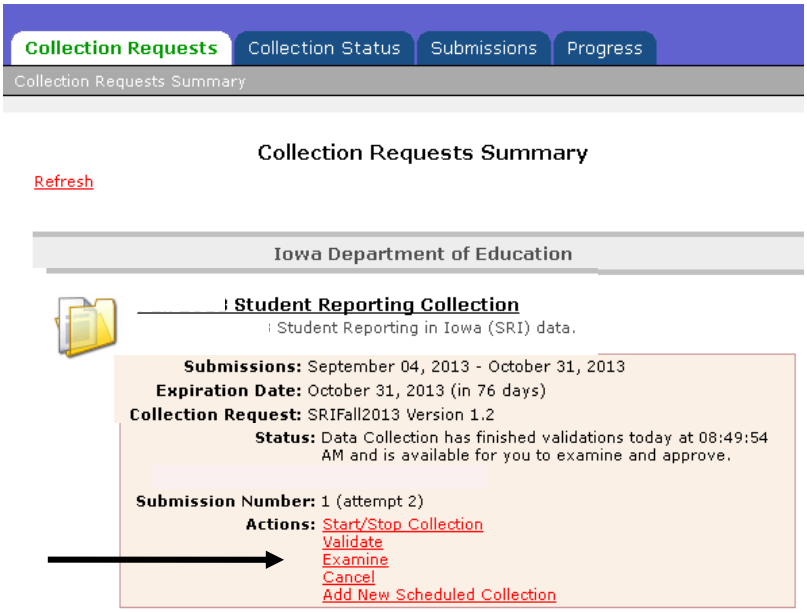


Part 4 (OPTIONAL): Viewing Data Reports

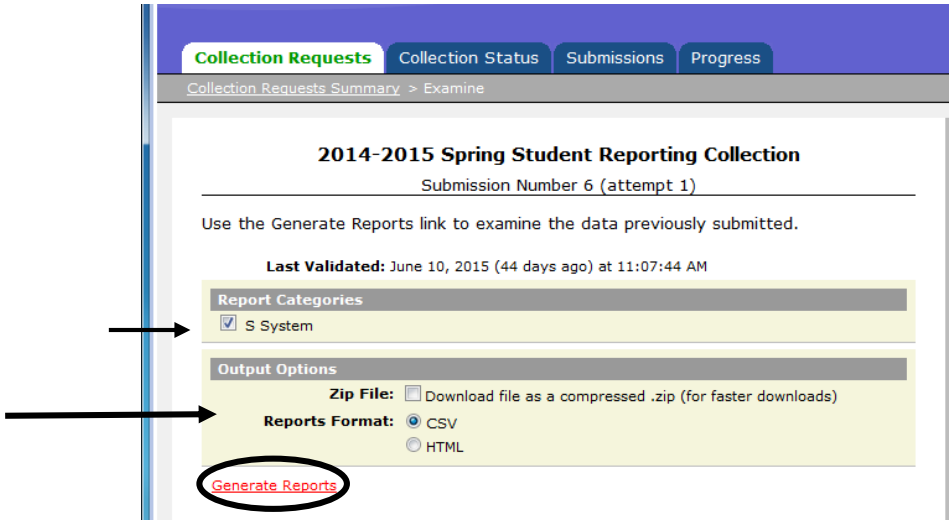
Data should be moved into SRI to view reports as the reports in SRI are much more user friendly. However, sometimes it may helpful to view a report in VRF.

Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the home screen, click *Collection Requests* in the upper left.

1. On the main screen in VRF Data Collector, click *Examine* under Actions in the correct collection area.



2. The box next to S System should be selected, select the Reports Format, and click *Generate Reports*. *Note*: Reports Format – CSV is best if saving report in spreadsheet format and HTML is best if just viewing report on screen.



3. Click into a report to view. If incorrect data is found corrections must be made in the SIS and a new collection started.

The system reports are a "data dump" by record type of the data that was collected from your SIS. Sometimes it is helpful to see all of the data that is collected by record type for a particular student or course.

Example: If a student has multiple enrollment records, the Enrollment Record system report will show all records for the student. This may be helpful when trying to troubleshoot an entry code error.

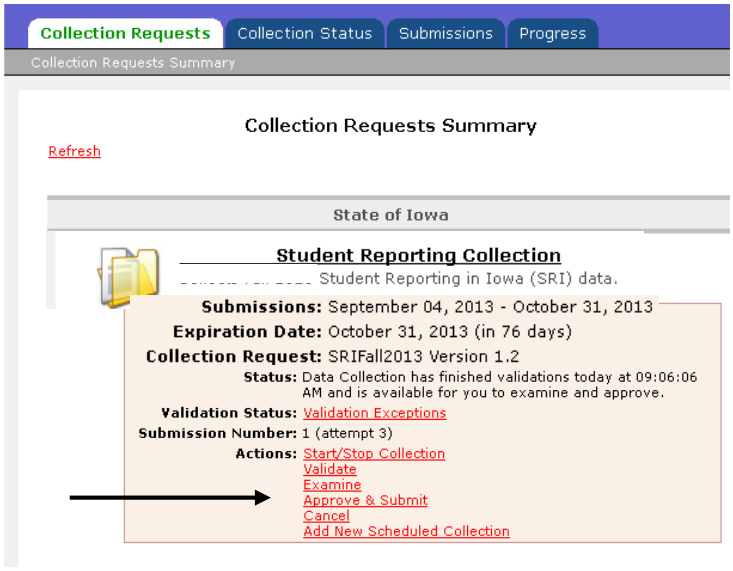
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Record Ty	School Nu	Student La	Student Fi	Local Stud	State Stud	Entry Date	Entry Type	Entry Cod	CPI Dual E	Junior Ser	FTE	Days Enro	Days Pres	Days Unex	Resident I	Reside
EP	0109	[redacted]				08/20/201	01835	1	99	0	1.00	181	172.5	0	0126	55
EP	0109					08/20/201	01835	1	99	0	1.00	181	173.5	0	0126	55
EP	0109					08/20/201	01835	1	99	0	1.00	181	136.5	15	0126	55
EP	0109					08/20/201	01835	1	99	0	1.00	181	104.5	0	0126	55
EP	0109					08/20/201	01835	1	99	0	1.00	181	168.0	0	0126	55
EP	0109					08/20/201	01821	1	99	0	1.00	181	159.5	1	0126	55
EP	0109					08/20/201	01835	1	99	0	1.00	181	161.5	0	0126	55

Part 5: Moving Data into Student Reporting in Iowa (SRI)

Once all errors have been corrected the data must be moved into Student Reporting in Iowa. This will allow you to view your data through several different reports.

On the main screen, Collection Requests, in VRF Data Collector click *Approve & Submit*. This will move the data into Student Reporting in Iowa where your data will go through another set of validation checks and produce reports for you to view.

Note: If 24 hours have passed since *Validate* was last clicked, the data must be re-validated before it can be moved into Student Reporting in Iowa.



It may take 20-30 minutes for the data to move into SRI.

Part 6: Viewing Data in SRI

Student Reporting in Iowa (SRI) is in the Portal.

1. Log into the Iowa Education Portal (Part 1, Steps 1-5)
2. Move cursor to EdInfo > Student Level Applications > Student Reporting in Iowa

3. Click on the current submission.

Note: To move from directly from VRF into SRI click *Portal* in the far upper right and follow steps 2-3 above. Remember, if data was just submitted it may take 20-30 minutes for data to show in SRI.